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**EEOC FORM 715-01**

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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**U.S. Fish & Wildlife Service  
Mountain-Prairie Region (6)**

For Period Covering October 1, 2004 to September 30, 2005

<b>EEOC FORM</b> <b>715-01 PART A - D</b> <i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
For period covering October 1, 2004 , to September 30, 2005			
<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of the Interior</b>
	1.a. 2 <sup>nd</sup> level reporting component		<b>U.S. Fish and Wildlife Service</b>
	1.b. 3 <sup>rd</sup> level reporting component		<b>Region 6</b>
	1.c. 4 <sup>th</sup> level reporting component		<b>NA</b>
	<b>2. Address</b>		<b>134 Union Boulevard, Suite 120</b>
	<b>3. City, State, Zip Code</b>		<b>Lakewood, Colorado 80228</b>
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>IN1506</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>		<b>956</b>
	<b>2. Enter total number of temporary employees</b>		<b>321</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>		
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>1,277</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>Ralph O. Morgenweck, Regional Director, (Fish &amp; Wildlife Administrator) ES-480-5</b>
	2. Agency Head Designee		<b>Jolene K. Cervantes, Equal Employment Manager, GS-260-13</b>
	3. Principal EEO Director/Official Official Title/series/grade		<b>Jolene K. Cervantes, Equal Employment Manager, GS-260-13</b>
	4. Title VII Affirmative EEO Program Official		<b>Jeffrey A. Roets, Equal Employment Specialist, GS-260-12</b>
	5. Section 501 Affirmative Action Program Official		<b>Mary Knuth, Equal Employment Specialist, GS-260-11</b>
	6. Complaint Processing Program Manager		<b>Christine M. Bates, Equal Employment Specialist, GS-260-09</b>
	7. Other Responsible EEO Staff		

EEOC FORM

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EEOC FORM  
715-01 PART E

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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Mountain-Prairie Region (6)

For Period Covering October 1, 2004, to September 30, 2005.

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## **EXECUTIVE SUMMARY**

Our mission is to work with others to conserve, protect, enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

The Mountain-Prairie Region, also referred to as Region 6, administers federal fish and wildlife conservation activities in the eight states, Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming.

We have identified areas of improvement during our conduct of a self-assessment and have made plans to reach a model EEO program status.

In conducting a barrier analysis some things we found are:

- Representation of minorities and women is not commensurate with the National 2000 Civilian Labor Force (CLF).
- Representation of Blacks and Asians in the GS-400 series is not commensurate with the National 2000 CLF in like occupations.
- Minorities are separating at a higher rate than their on-board representation.
- The number of individuals with non-targeted disabilities has not increased sufficiently to meet the hiring goals established by the Service and the Director as described in the Presidential Executive Order 13163.
- The temporary and term positions are a “feeder” for permanent positions. There are few minorities in these positions.

We addressed and developed plans and measuring devices to help eliminate the barriers identified in our self assessment and analysis of our workforce, policies, and procedures.

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EEOC FORM  
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*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Jolene K. Cervantes, Equal Employment Manager, am the  
GS-260-13

Principal EEO Director/Official for

Department of the Interior, U.S. Fish and Wildlife Service,  
Mountain-Prairie Region (6)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

\_\_\_\_\_  
Chief, Office of Diversity & Civil Rights  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date

EEOC FORM  
715-01 PART G

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

<p style="text-align: center;"><b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</p>				
Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
The Regional Director was installed in <u>August 1992</u> . The EEO policy statement was issued on <u>January 11, 1993</u> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X	The policy was re-issued in November 1998 stating that the previous policy was still in effect. The 1998 policy is still in effect. See Part H for corrective action.
Are new employees provided a copy of the EEO policy statement during orientation?			X	An outline of the Office of Diversity & Civil Rights (DCR) responsibilities is given in the New Employee Handbook and the EEO Policies are on the DCR Web page. See Part H for corrective action.

When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X	The policies are given to managers and supervisors annually during EEO training. We do not have a mechanism in place to send the policy to all new supervisors. See Part H for corrective action.
<b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>			X	EEO Policies are posted in the EEO Office and on the agency's internal website. The policies are not posted prominently in the Human Resources (HR) Office. See Part H for corrective action.
<b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		

support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X	Employees are given a New Employee Handbook which outlines Ethics and Personal Conduct, DCR Office functions, and Performance. Managers and supervisors meet annually with their employees and discuss performance standards which can include behavior. See Part H for corrective action.
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X	The procedures are disseminated during EEO training, on case by case basis, and available on the DCR web site. The procedures are not distributed during to new employees on a whole. See Part H for corrective action.
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>				
Compliance Indicator	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X	The DCR Chief reports directly to the HR Officer. However, the DCR Chief does have direct access to the Regional Director without having to use the normal chain of command. The use of the direct access is at the discretion of the DCR Chief and is not required to be reported to the HR Officer or any other supervisory level. In addition, the DCR Chief attends the Regional Director's weekly staff meeting and provides relevant information. The DCR Chief serves as the Region's principal advisor and represents the Regional Director on all EEO matters.	
Are the duties and responsibilities of EEO officials clearly defined?	X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X	The DCR Office is not identified on the Region's Organization charts. See Part H for corrective action.	



If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
<b>Compliance Indicator</b>	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			X	The MD-715 requirement and changes were briefed to the Regional Director and the Assistant Regional Directors (ARDs) in FY 2004. A more detailed training is being developed and included in the mandatory EEO training for managers and supervisors. See Part H for corrective action.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		

Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Measures				
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Measures				
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		

Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X	The Region is committed to compliance with the Uniform Federal Accessibility Standards. The staff necessary to monitor this issue is being developed. See Part I for corrective action.
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Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		

<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		N/A	N/A	The Merit Promotion Program Policy and Procedures is a Service-wide policy. We can not alter or change the policy. At times we provide input and recommendations to the HR Washington Office (WO) regarding the policy. We consistently monitor the Region's implementation of the policy on an on-going basis.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		

Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	Approval for training has been delegated to individual managers in the Region. The Training Officer does coordinate specific training e.g. Stepping Up to Leadership and Advanced Leadership Programs. Such training is monitored closely by the EEO Office to ensure full participation of all groups. The tracking of training is currently under review by the WO HR Officer.
<b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?			X	The EEO policy statement on Zero Tolerance will be modified to identify the appropriate language. See Part H for corrective action.
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		In the past two years we have had one finding of discrimination. The Region conducted an administrative investigation and determined disciplinary action was not appropriate. The individual received specific EEO training.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		

<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>				
Compliance Indicator	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		N/A	N/A	There are parts of the MD-715 that the current data collection system can not fully implement (due to the changes in Race National Origin (RNO) etc). This issue is being addressed at the Departmental level.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
Compliance Indicator	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		

Does the agency hold contractors accountable for delay in counseling and investigation processing times?		N/A	N/A	Region 6's DCR staff has two EEO Counselors. We do not use contractors in the counseling stage. The DCR WO is responsible for the investigative stage of the process.
If yes, briefly describe how:				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		N/A	N/A	The DCR WO is responsible for this stage in the processing.
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		N/A	N/A	The DCR WO is responsible for this stage in the processing.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		N/A	N/A	The DCR WO is responsible for this stage in the processing.
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
<b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR		X		



Program during the pre-complaint and formal complaint stages of the EEO process?				
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		Generally yes. If the responsible management official does not have settlement authority, such a manager will be present during the mediation.
<b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		N/A	N/A	We do not report our EEO complaint data to Equal Employment Opportunity Commission (EEOC). We have a system in place to timely report our EEO complaint data to our DCR WO.
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		

Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		N/A	N/A	We do not report annually to the EEOC. We do monitor and ensure that the data received from our HR Office is appropriate to meet the requirements from our DCR WO in a timely manner.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	As a whole our agency does not have an effective means for tracking recruitment efforts. In Region 6, we created an outreach database and a vacancy database to assist in identifying effectiveness in recruitment efforts.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		The Region is a founding member of the Department of the Interior (DOI) Diversity Coalition-West. Which is an adhoc committee comprised of members representing the Denver based DOI bureaus.
<b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		N/A	N/A	The DCR WO is responsible for monitoring formal complaints.
Does the agency discrimination complaint process ensure a neutral adjudication function?		N/A	N/A	
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		N/A	N/A	

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
<b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		We are not the primary responsible office. The DCR Chief operates under the direction of the DCR WO for all issues pertaining to this matter.
<b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		N/A	N/A	The payroll processing function is at the DOI level.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?				
Are procedures in place to promptly process other forms of ordered relief?				
<b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	

Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X	The DCR Chief has a performance element related to general compliance with EEOC regulations. The Region is not the primary responsible office for EEOC compliance. The DCR Chief operates under the direction of DCR WO.
If so, please identify the employees by title in the comments section, and state how performance is measured.			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	N/A	N/A	
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
Have the involved employees received any formal training in EEO compliance?	N/A	N/A	
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	N/A	N/A	
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	N/A	N/A	
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	N/A	N/A	
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	N/A	N/A	
Compensatory Damages: The final agency decision and evidence of payment, if made?	N/A	N/A	
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	N/A	N/A	
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	N/A	N/A	
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	N/A	N/A	
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	N/A	N/A	
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	N/A	N/A	
Restoration of Leave: Print-out or statement identifying the	N/A	N/A	

amount of leave restored, if applicable. If not, an explanation or statement.			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	N/A	N/A	
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	N/A	N/A	

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Footnotes:

1. See 29 C.F.R. § 1614.102.
2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Region's EEO Policy is not currently being renewed on an annual basis.
OBJECTIVE:	To renew the current EEO Policy signed by the Regional Director and disseminate to all employees.
RESPONSIBLE OFFICIAL:	Regional Director, DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	February 28, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Receive Director, Fish and Wildlife Service (FWS), new EEO Policy.	December 31, 2004
Submit a new EEO Policy for Regional Director's signature.	January 31, 2005
Disseminate signed EEO Policy on the portal to all employees.	February 28, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	New employees are not receiving a copy of the EEO Policy statement during orientation.
OBJECTIVE:	Include EEO Policy Statement with the New Employee Orientation Packet.
RESPONSIBLE OFFICIAL:	HR Officer, DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	June 5, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Give copy of current EEO Policy Statement to the HR Office to be included in all New Employee Orientation Packets.	November 30, 2004
Give copy of new EEO Policy Statement to the HR Office to be included in all new Employee Orientation Packets.	February 28, 2005
Distribute hard copy of all EEO Policy Statements with an updated version of the EEO poster that outlines the process with contact information to all office and field stations for posting on all official bulletin boards.	June 5, 2005
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Newly appointed supervisors are not receiving copies of the EEO Policy Statement.
OBJECTIVE:	Develop a tracking measure of newly appointed supervisors and distribute EEO Policy Statement on a continual basis.
RESPONSIBLE OFFICIAL:	DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	March 31, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop a tracking system that will notify DCR Office when an employee is promoted to a supervisor.	February 28, 2005
Disseminate EEO Policy Statement to newly appointed supervisors on an on-going basis.	March 31, 2005
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Policies are not prominently posted in the HR Office.
OBJECTIVE:	Post the current and future EEO Policies on the HR Bulletin Board.
RESPONSIBLE OFFICIAL:	HR Officer
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	February 28, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Post the current EEO Policy Statements on the official HR Bulletin Board.	November 30, 2004
Post the new EEO Policy Statement on the official HR Bulletin Board.	February 28, 2005
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Region's Policy on Zero Tolerance does not include the statement that inappropriate behavior may result in disciplinary actions as appropriate.
OBJECTIVE:	Renew the current Zero Tolerance Policy signed by the Regional Director to include inappropriate behavior may result in disciplinary actions with the table of penalties and disseminate to all employees.
RESPONSIBLE OFFICIAL:	Regional Director, DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	February 28, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Receive Director, FWS, new EEO Policy.	December 31, 2004
Revise Region's Zero Tolerance Policy revised accordingly and submit for Regional Director's signature.	January 31, 2005
Disseminate signed Zero Tolerance Policy on the portal to all employees and post on HR and DCR official bulletin boards.	February 28, 2005
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The procedures for reasonable accommodation for individuals with disabilities are not included during orientation of new employees.
OBJECTIVE:	Include procedures for reasonable accommodation for individuals with disabilities in the New Employee Orientation Packet and disseminate the policy to all employees.
RESPONSIBLE OFFICIAL:	HR Officer, DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Add the current procedures for reasonable accommodation for individuals with disabilities in the New Employee Orientation Packet.	December 31, 2004
Disseminate the new procedures for reasonable accommodation for individual with disabilities on the portal to all employees. (The new procedures are expected to be issued by the Service in FY 2005).	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Region's organizational charts do not clearly define the reporting structure for EEO programs.
OBJECTIVE:	Issue new organizational charts that clearly define the reporting structure for EEO programs and the direct access to the Regional Director.
RESPONSIBLE OFFICIAL:	Regional Director, DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Draft new organizational chart reflecting the proper reporting structure for the DCR office and the direct access to the Regional Director.	March 31, 2005
Submit new organizational chart for approval.	June 30, 2005
Distribute new organizational chart to ARDs, managers, and supervisors.	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Managers and supervisors are not sufficiently aware of the MD-715 requirements.
OBJECTIVE:	Educate managers and supervisors on the MD-715.
RESPONSIBLE OFFICIAL:	DCR Chief
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop a detailed program for managers and supervisors on the MD-715.	January 31, 2005
Include the MD-715 training in the mandatory EEO training for managers and supervisors.	April 30, 2005
Train managers and supervisors between April and September 2005.	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The Service has an annual goal of reducing the separation rate of white and minority women. In FY 2004, the Region was below the Service-wide retention rate for minority women.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<ul style="list-style-type: none"> <li>Review of the Region's scorecard for FY 2004 revealed that the retention rate of minority women decreased and is below the Service-wide rate. Minority women in the Service were retained at a rate of 93.0% while the Region's retention rate was at 90.2%.</li> <li>After reviewing the Region's separation rate of minority women from FY 2001-2003, the separation rate steadily decreased. In FY 2004, for the first time in three years, the separation rate increased by 0.61%. The increase resulted in the Region not meeting the Service-wide goal of reducing the separation rate of minority women.</li> <li>Discussions with managers in the Regional Office (RO) and the field in regards to separation rates of minorities.</li> </ul>
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The data available does not provide enough information to determine a barrier of the undesired condition. The Region does not have adequate means in place to assist management in determining reasons for employees leaving the Region.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop the means to conduct an in-depth analysis of the separations to identify trends that will assist management in determining reasons behind the separation rates of minorities in the Region.
<b>RESPONSIBLE OFFICIAL:</b>	HR Officer, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007



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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Form a committee to create adequate means to track separation trends in the Region.	February 28, 2005
Take proactive measures based on the results of the committee.	September 30, 2005
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Over the last several years the Service has not been able to hire sufficient numbers of minorities, particularly Blacks, in the GS-400 series. Statistical information shows continuous under representation of Blacks, in the GS-400 series.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<ul style="list-style-type: none"> <li>Statistical data regarding total workforce, accessions, and separations were analyzed. Recruitment strategies were discussed. Discussion with managers, HR, and DCR staff provide varying opinions. The low number of Black hires is attributed to the fact that academic programs at many of the Historically Black Colleges and Universities (HBCUs), where the Service recruits, do not have the fish and wildlife coursework to meet the education requirements of Service positions.</li> <li>An analysis of the Service's HBCU Plans shows that there are limited proactive initiatives included to assist in improving the academic curricula.</li> <li>The Region does not have HBCUs in any of the eight states and recruitment efforts have been limited.</li> </ul>
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<ul style="list-style-type: none"> <li>There are no proactive plans to assist HBCUs in developing academic programs that would meet the requirements of Service occupations.</li> <li>The Region has limited involvement with HBCUs.</li> <li>The Region does not conduct workforce planning to effectively identify entry level positions for students to be used in targeted recruitment at HBCUs.</li> </ul>
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<ul style="list-style-type: none"> <li>The Region will increase recruitment efforts at HBCUs.</li> <li>Management will identify by location student positions to be used in targeted recruitment efforts at HBCUs.</li> <li>The Region will assist other Service Regions that have HBCUs in their geographic boundaries in developing academic programs that would meet the requirements of Service occupations.</li> </ul>
<b>RESPONSIBLE OFFICIAL:</b>	HR Officer, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Identify at least one student position in the Student Career Experience Program (SCEP) or Student Temporary Employment Program (STEP) and use for targeted recruitment at HBCUs.	May 31, 2005
Contact two career counselors at HBCUs who have fish & wildlife course work and discuss the use of targeted recruitment for student positions.	May 31, 2005
Discuss issue of assistance with improving academic curricula at HBCUs at a DCR conference call with other EEO Chiefs to consolidate the Service efforts.	May 31, 2005
Discuss issue with the DOI Diversity Coalition-West for best practices and contacts with HBCUs.	August 31, 2005
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The goal of reducing the overall under representation of minorities in the total workforce has not been reached.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<ul style="list-style-type: none"> <li>Statistics and quarterly reports show that there has not been significant increase in the representation of minorities in the total workforce.</li> <li>Our temporary workforce can be an effective feeder group for our permanent workforce. Our temporary workforce is 14.04% less diverse in women and minorities compared to our permanent workforce.</li> </ul>
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Managers typically use 1040 appointments for the temporary workforce. They are not educated on the benefits and flexibility of the STEP program to meet the mission of our temporary workforce.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<ul style="list-style-type: none"> <li>Train and educate managers on the benefits and procedures of hiring students in the STEP program, including recruitment sources.</li> <li>Train and educate applicants about our temporary positions and how to apply.</li> </ul>
<b>RESPONSIBLE OFFICIAL:</b>	Regional Director, Identified ARDs, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Meet with Refuges, Fisheries, and Ecological Services ARDs and the Student Educational Employment Program (SEEP) programmatic coordinators to discuss seasonal vacancies and develop a strategy to educate managers on the STEP program including recruitment sources.	February 28, 2005
Implement strategy decided upon by the identified ARDs and the SEEP programmatic coordinators.	March 31, 2005
Work with the DOI Diversity Coalition-West and offer training to non-profit community groups who are from underrepresented groups on our temporary positions and how to apply.	September 30, 2005
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Annual Plans for HBCUs, Hispanic Colleges and Universities (HCU), Tribal Colleges and Universities (TCU), and Asian Serving Institutions (ASI) do not receive funding from the Service comparable to those awarded to Institutions of Higher Education.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of the reports historically shows that HBCUs, HCUs, TCUs, and ASIs, are not receiving a proportionate percentage of funds that are provided to institutions of higher education.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	HBCUs, HCUs, TCUs, and ASIs are not receiving a proportionate percentage of funds that are provided to institutions of higher education.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Educate managers and supervisors to use HBCUs, HCUs, TCUs, and ASIs for research projects and to provide students with student employment opportunities, whenever possible.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	August 31, 2005

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Compile a list of HBCUs, HCUs, TCUs, and ASIs that have degree producing programs that benefit the Service.	July 31, 2005
Distribute list to ARDs and all managers and supervisors with avenue for reporting the results.	August 31, 2005
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Managers, supervisors, DCR, and HR staff are responsible to identify and eliminate barriers to equal access to employment.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The issuance of the new EEOC MD-715 requires that managers, supervisors, and HR staff work together with EEO staff to identify and eliminate barriers.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Managers and supervisors have not been historically involved in the development of identifying barriers to equal employment opportunity.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	To ensure that managers, supervisors, and HR staff are included when barriers are being identified during the development of the EEOC MD-715 Annual Plan.
<b>RESPONSIBLE OFFICIAL:</b>	Regional Director, ARDs, HR Officer, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007



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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Disseminate a summary of the EEO Plan to ARDs for review with a link to the complete document online.	January 31, 2005
Create a worksheet to be distributed through program areas to assist in developing barriers for use in FY 2006.	May 31, 2005
Organize a facilitative workshop with ARDs, program supervisors, HR, and DCR staff to discuss identified barriers.	July 31, 2005
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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The number of individuals with non-targeted disabilities has not increased sufficiently to meet the hiring goals established by the Secretary and the Director in accordance with Presidential Executive Order 13163.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The hiring of individuals with non-targeted disabilities is monitored quarterly to assess the progress in meeting the annual hiring goals established by the Secretary and the Director.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Recruitment efforts have focused primarily on increasing the number of accessions for those having targeted disabilities.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase the number of individuals with non-targeted disabilities hired to meet annual goals.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Increase outreach efforts to state vocational rehabilitation counselors, consumer navigators, job developers, the Employer Assistance Referral Network (EARN), and area colleges, with a significant number of students with disabilities.	September 30, 2005
Develop training on the differences in applying for public and status positions, resume building for federal employment, and interviewing techniques.	November 30, 2004
Implement above training to vocational rehabilitation counselors, consumer navigators, and job developers.	December 2, 2004
Implement training on interviewing skills/techniques to college students with disabilities.	December 3, 2004
Include a disability sensitivity segment as an element of the mandatory annual EEO training to managers and supervisors.	September 30, 2005
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The Region has not completed the self-assessment Section 504 review to ensure programs, facilities and activities are accessible to persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, as amended.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	WO has not provided guidance or direction on program area responsibility for doing Section 504 self-assessment reviews.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The Region has not completed self-assessment Section 504 reviews due to a lack of guidance, insufficient budget, training, and personnel to visit field stations and conduct accessibility reviews.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The Region will commit funds for continued training on accessibility and for travel to field stations to conduct on-site reviews.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Receive training on conducting self-assessment Section 504 reviews.	May 31, 2005
Reorganize a Regional Accessibility Team (RAT).	June 30, 2005
Develop a multi-year plan for conducting self-assessment Section 504 reviews.	September 30, 2007
Allocate budget for on-site travel for conducting self-assessment Section 504 reviews of field station locations.	September 30, 2007
Conduct two self-assessment Section 504 reviews based on guidance/schedule from the WO.	September 30, 2007
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<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Managers and supervisors are not sufficiently aware of the Department's Policy on Reasonable Accommodations.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of the FY 2003 Reasonable Accommodations Report indicated that managers and supervisors were not adequately familiar with the Department's Policy on Reasonable Accommodations. This is also indicated in one-on-one conversations with managers and supervisors.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Managers and supervisors have not adequately demonstrated their familiarity with the Department's Policy on Reasonable Accommodations.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Provide a copy of the Department's Reasonable Accommodations Policy to managers and supervisors and provide training on the policy.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Draft a statement on the support of reasonable accommodations, for persons with disabilities, to be included in the overall EEO Policy Statement to the Region.	December 31, 2004
Update the training segment on reasonable accommodation and submit it as an element of the mandatory annual EEO training to managers and supervisors.	April 30, 2005
Release the revised WO Reasonable Accommodations Policy including the "Reasonable Accommodation Information Reporting Form," or a link to the policy/form, to all employees when it is received from the WO to ensure everyone is familiar with the requirement/reporting process.	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The Region's vacancy announcements are vague about who is eligible to apply under special hiring authorities.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Conversations with potential applicants with targeted disabilities, vocational rehabilitation counselors, and job developers has shown a lack of understanding concerning the standard language of the Region's vacancy announcements, as advertised on USAJOBS, on what is meant by "persons eligible for non-competitive appointment under special authorities," and who is a "status applicant."
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	There is no explanation on the Region's vacancy announcements, advertised on USAJOBS, that states who is qualified to apply under special hiring authorities or who is a person with status.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Include in vacancy announcements, advertised through USAJOBS, information that illustrates persons with targeted disabilities are eligible to apply for the position.
<b>RESPONSIBLE OFFICIAL:</b>	HR Officer, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005



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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Assist staffing specialists in developing standard language for USAJOBS vacancy announcements that clarifies for persons with targeted disabilities when they are eligible to apply for the position in question.	November 30, 2004
All USAJOBS vacancy announcements will have a paragraph explaining who is eligible to apply for non-competitive appointments under special hiring authorities.	March 31, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The Region has not recently resurveyed employees to update current disability numbers.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Through conversations with employees on reasonable accommodations or Alternative Dispute Resolution (ADR), the Region has a number of individuals known to have either a targeted or non-targeted disability that have not identified their disability status. Review of the guidelines for implementing the EEO MD-715 revealed the recommendation to resurvey employees periodically.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The Region has not provided employees an opportunity to update their disability status.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Resurvey the Region's employees to accurately capture current disability status.
<b>RESPONSIBLE OFFICIAL:</b>	Regional Director, HR Officer, DCR Chief
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2006

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Determine if the WO has made a decision on whether to resurvey employees, Service-wide, to update RNO and disability data.	April 30, 2005
If the WO decides not to resurvey employees Service-wide, collaborate with HR to determine a best practice method to release a reassessment survey of the Region.	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Qualified applicants, with targeted disabilities, on Schedule A certificates are not receiving interviews.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	A DCR review of selection certificates indicates Schedule A applicants are on certificates, but are not being selected for interviews.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.	Listing applicants as Schedule A eligible on a selection certificate may identify the applicant as a person with a severe disability and may serve to eliminate the applicant from consideration.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	When certificates listing Schedule A applicants are reviewed by DCR, prior to sending to the selecting official, the selecting official will be contacted directly and asked to review the application and/or interview the applicant.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief, Disability Program Manager
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Contact the selecting official when a Schedule A applicant is listed on a certificate to advocate for a review of the application and/or an interview when the applicant has all the required education and experience for the position.	September 30, 2005
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Limited employees know how to operate a Teletypewriter (TTY), or Telecommunications Device for the Deaf (TDD), or the State and Federal relay system for the deaf and hearing impaired.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	From conversations with managers, supervisors and employees, a limited number of employees are familiar with using TTY/TDD and State and Federal relay systems.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Limited training has been provided to train employees on how to operate TTY/TDD devices, the State and Federal Relay systems for the deaf and hearing impaired.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Educate managers, supervisors, and employees on the assistive technology available for the deaf and hearing impaired and its use.
<b>RESPONSIBLE OFFICIAL:</b>	DCR Chief, Disability Program Manager
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Obtain a training vendor to educate employees on the use of TTYs/TDDs, relay systems, and Assistive Technology (AT) available for the deaf and hearing impaired.	March 31, 2005
Update the training segment on the AT that is available for the deaf and hearing impaired and submit it as an element in the mandatory annual EEO training to managers and supervisors.	April 30, 2005
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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
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FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The Region has not developed or included individual emergency evacuation plans in the main Occupational Emergency Plan for employees/visitors with disabilities as required by the Executive Order dated July 22, 2004, titled "Individuals with Disabilities in Emergency Preparedness."
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The Executive Order was reviewed and the requirements compared to the RO's Occupational Emergency Plan (OEP), and a plan for evacuating persons with disabilities was only addressed in general. It did not address the specific and unique needs/wishes of employees that have a disability.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Managers and supervisors have stated a reluctance to hire persons with severe disabilities if they could not be evacuated safely.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	The Region will provide guidance to managers and supervisors in developing individual emergency evacuation plans for persons with disabilities in accordance with the Executive Order.
<b>RESPONSIBLE OFFICIAL:</b>	HR Officer, DCR Chief, Safety & Occupational Health Officer
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005



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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Release a memo to all the Region's managers and supervisors outlining their roles and responsibilities for evacuating their employees with disabilities who identify as needing assistance.	October 31, 2004
Release a survey to all the Region's employees who self-identify as needing assistance in an emergency situation.	November 3, 2004
Include the Emergency Evacuation Reply Form in the Employee Orientation Packets.	December 1, 2004
Assist managers, supervisors, and employees in preparing individual emergency evacuation plans.	January 31, 2005
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**EEO Plan To Eliminate Identified Barrier**

FY 2005 U.S. Fish & Wildlife Service, Mountain-Prairie Region (6)	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	It is unknown if the Region's websites are in compliance with Section 508 of the Rehabilitation Act of 1973, as amended.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	In consultation with the Regional Web Manager, it is unknown whether the Region's 100+ websites are Section 508 compliant.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The Region purchased a single-user web assessment tool, but has not had the staff to do the website evaluations.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Determine the best strategy to test the Region's websites to determine Section 508 compliance, and develop compliance strategies, if indicated.
<b>RESPONSIBLE OFFICIAL:</b>	Chief, Information Technology
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Regional Web Manager will meet with the National and other Regional Web Managers for input on developing strategies, per DOI policy, for Section 508 compliance.	December 3, 2004
Regional Web Master will develop a strategy based on the input from the National Web Manager on the best way to ensure compliance with Section 508.	June 30, 2005
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**EEOC FORM 715-01 PART J****FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
Special Program Plan for the Recruitment, Hiring and Advancement of Individual  
With Targeted Disabilities**

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*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency	<b>Department of the Interior</b>					
	1.a. 2 <sup>nd</sup> Level Component	<b>U.S. Fish &amp; Wildlife Service</b>					
	1.b. 3 <sup>rd</sup> Level or lower	<b>Region 6</b>					

  

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the	beginning of FY04		end of FY04		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	947 (Perm) 318 (Temp) 1265 (Total)	100.00%	956 (Perm) 321 (Temp) 1277 (Total)	100.00%	12	0.9%
	Reportable Disability (Includes Targeted Disability Numbers)	47 (Perm) 17 (Temp) 64 (Total)	100.00%	51 (Perm) 19 (Temp) 70 (Total)	100.00%	6	9.4%
	Targeted Disability*	5 (Perm) 7 (Temp) 12 (Total)	100.00%	6 (Perm) 6 (Temp) 12 (Total)	100.00%	0	0%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					Do Not Complete	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					Waiting for DCR WO data.	

PART III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions Perms/Temps	44	1	2.3	0	0	0	0	43	97.7%
4. Non-Competitive Promotions Perms/Temps	75	5	6.7	1	1.3	1	1.3	69	92%
5. Employee Career Development Programs	Data not available								
5.a. Grades 5 – 12      Perm Temp Total (Includes GS and WG)	759 321 1080	45 19 64	5.9 5.9 5.9	6 6 12	.8 1.9 1.1	12 2 17	1.6 0.6 1.6	715 300 999	94.2 93.5 92.5
5.b. Grades 13 – 14 (Perm and GS only)	191	6	3.1	0	0	4	2.1	181	94.8
5.c. Grade 15/SES (Perm only)	6	0	0	0	0	2	33.3	4	66.7
6. Employee Recognition and Awards (Perm only)									
6.a. Time-Off Awards (Total hrs awarded)	1679	104	6.2	68	4.1	52	3.1	1523	90.7
6.b. Cash Awards (total \$\$\$ awarded)	798,097	42,202	5.3	1,750	0.2	13,105	1.6	742,790	93.1
6.c. Quality-Step Increase	39	0	0	0	0	1	2.6	38	97.4
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b>  Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b> . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								
<b>Part V</b>  Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>								

## **Part V: Goals for Targeted Disabilities**

As of September 30, 2005, records reflect that the U.S. Fish and Wildlife Service (Service), Region 6 employed a total of 13 individuals with targeted disabilities resulting in a net change of 8.3% due to an increase of one employee over FY 2004. The net increase in the number and percentage of individuals with targeted disabilities was achieved while the overall number and percentage of the Region 6 workforce declined by 48 (-3.8%) employees. The net change for all reportable disabilities, including targeted, was a loss of four (-5.4%) employees.

**Accessions:** In FY 2005, a total of five individuals with targeted disabilities were hired into permanent and temporary positions. This resulted in a percent of goal reached, per Executive Order 13163, of 166.7%.

**Separations:** In FY 2005, a total of two individuals with targeted disabilities (one perm and one temp) left the region.

**Promotions:** In FY 2005, one person with a targeted disability was promoted and converted to permanent career conditional status.

### **The Region 6 goals for Fiscal Year 2006 are to increase employment opportunities for individuals with targeted disabilities:**

#### **Goal 1: Increase the number of Individuals with Targeted Disabilities.**

Continue to meet, or exceed, the accessions of individuals with targeted disabilities per the Service's hiring goals.

#### **Goal 2: Provide ready access to information and resources to managers and supervisors.**

Continue to train managers and supervisors on disability employment related issues. Separately post the "Goals for Targeted Disabilities" and the "Best Practices for Disability Outreach and Recruitment" on the DCR web site. During annual training, and recruitment calls, managers and supervisors could be notified where to search for the resources available to increase their own outreach and recruitment efforts.

Establish a system to monitor and report on the use of special hiring authorities, promotion, and participation in career development and formal leadership training programs for individuals with disabilities.

#### **Goal 3: Removing Barriers to Employment.**

Continue to provide individual reasonable accommodations for individuals with disabilities including: workplace accessibility; and individual emergency evacuation plans.

Monitor and review all employment information and recruitment materials, including information posted on internet sites, to ensure access to information for people with disabilities including but not limited to screen-reader compatibility. Upon request, employment information will be made available in alternate formats such as large print, audiocassette, and computer disk.

**U.S. Fish and Wildlife Service, Region 6**  
**Summary of Recruitment Plan for Individuals with Disabilities for FY 2006**

## **Introduction**

U.S. Fish and Wildlife Service, Region 6 plans to recruit individuals with disabilities (targeted and non-targeted) for a wide range of positions and at all levels of its workforce. The recruitment strategies listed in the “Best Practices” document listed below include establishing and enhancing partnerships with state and local vocational rehabilitation agencies, training managers to help them become familiar with the disability employment process, direct hiring authorities, and other requirements. Manager’s training will also include strategies to help them work closely with community outreach groups and college offices that provide services to students with disabilities. Copies of this plan will be provided electronically to all the Region’s managers and posted on the DCR web site for reference and strategizing.

### **Region 6 “Best Practices” Disability Outreach and Recruitment**

This document has been categorized into four areas: 1) Networking; 2) Resources; 3) Outreach and Recruitment; and 4) Training Initiatives. The following items comprise a collaboration of the Disability Workgroup and lists strategies applicable to Region 6.

#### **1) NETWORKING:**

- **Business Leadership Network (BLN)**
  - The BLN, chaired by the U.S. Chamber of Commerce, is a national program led by employers in concert with state Governor’s Committees, state agencies and/or community agencies that engage the leadership participation of businesses to recognize and promote best disability employment practices and enhance employment opportunities for applicants with disabilities. BLNs provide individualized training on disability issues, offer resources and networking referrals, and recognize employers whose best practices result in the employment of persons with disabilities. Information on State BLNs can be found at: <http://www.usbln.com/network/index.html>.
- **Business Advisory Council (BAC) Memberships**
  - Participating in college/university, state and community agency BAC meetings provide an opportunity for the mutual development of best practices between disability advocates and employers. Attending and participating in these meetings (usually quarterly) result in direct outreach to employment counselors and individual applicants. These partnerships may identify possible student STEP/SCEP placements and also applicants eligible, and wishing, to do volunteer work experience placements.
    - Mental Health Corporation of Denver (quarterly meetings).
    - Cerebral Palsy (CP) of Colorado Employment Works (quarterly meetings).
    - Community College of Denver, Recognizing Ongoing Opportunities Through Success (ROOTS) (quarterly meetings).
    - Colorado’s Governor’s Advisory Council for Persons with Disabilities (monthly meetings).
    - Colorado Connection, Division of Vocational Rehabilitation (DVR) Employment Committee (monthly meetings).

#### **2) RESOURCES:**

- **ADA & IT Centers**
  - Regional American Disabilities Act and Informational Technology (ADA & IT) Technical Assistance Centers are located in every region and are funded from grants by the National Institute on Disability and Rehabilitation Research of the Department of Education (DOE). Regional centers, also known as Disability and Business Technical Assistance Centers (DBTAC), may be found by calling the toll-free number (800-949-4232). This number is also on the website: <http://www.adata.org>. Each regional center produces a monthly e-newsletter, and businesses may also register to receive daily updates on current disability issues and legal decisions.



- The ADA & IT Centers are a comprehensive resource for information on the ADA, accessible IT, and more. Partnerships with regional DBTACs offer a valuable resource for disability training/materials. Training is customized and offered at no cost, or for a nominal fee, if within the DBTAC state. Training for outside of state locations usually involves covering travel expenses. Live audio-conferences, and training sessions offered at the DBTACs, are also available for a nominal fee.
- **Job Accommodation Network (JAN)**
  - JAN is a free consulting service sponsored by the Office of Disability Employment Policy (ODEP) of the Department of Labor (DOL). The Human Factor Consultants may be reached at (800) 526-7234 (V/TTY). These specialists are trained in disability categories such as mobility, cognitive, hearing, and visual impairments, etc. Not only are they experts on accommodation solutions within their various specialties, but legal resources are also sent, by email, as a follow-up to the discussion.
    - Accommodation solutions are tailored to address the unique situations of employees with disabilities and are not one-for-all ideas.
    - JAN has extensive information on disabilities, accommodations, and disability law on their website: <http://www.jan.wvu.edu/>.
      - JAN's Searchable Online Accommodation Resource (SOAR) system allows users to explore accommodation options without speaking to a Human Factor Consultant.
        - This is an excellent option for employees, and supervisors, to do their own research on accommodations before entering the "interactive process."
- **Computer/Electronic Accommodations Program (CAP)**
  - CAP was established by the Department of Defense (DoD) in 1990 to provide assistive technology as a form of reasonable accommodation to modify the computer and telecommunication environment for DoD employees with disabilities. In October 2000, CAP was authorized to provide assistive technology to federal employees at no cost to the requesting agency.
    - This valuable service is a recruitment and retention tool designed to remove the reluctance of hiring officials over concerns about the possible high cost of certain accommodations.
      - The website at: <http://www.tricare.osd.mil/cap/> lists the software and hardware available through the program, and it has an on-line process to assist in determining the right accommodation. If the accommodation needs are already known, the request can be submitted from the website by completing the CAP Request Form.
        - All request submissions are immediately followed up with an order acknowledgement from a CAP specialist.

### 3) OUTREACH AND RECRUITMENT:

- **Volunteer Work Experience Program** – Applicants with targeted disabilities are sought from clients of the State Division of Vocational Rehabilitation's (DVR) Business Partnership program, the Department of Veteran Affairs' Employment Specialists, County Workforce Center Consumer Navigators and job developers, non-profit disability organizations, from college and university students, and individuals.
  - The part-time volunteer placements range from 90-120 days, the Region incurs no cost, work assistance/projects are completed, and the person gains valuable job experience for his/her resume.
  - Perception barriers on disability/ability are reduced.
  - Individuals can be appointed under the Schedule A hiring authority.
- **Employer Assistance Referral Network (EARN)**
  - EARN is a free employer referral service funded by the ODEP of the DOL, and can be accessed at: [www.EARNworks.com](http://www.EARNworks.com). Use the website or call the toll-free number (866-327-6669) to enroll. An EARN Employment Specialist will send an employer ID number to use when sending vacancy announcements (full or by link). The EARN will send the announcements to employment counselors within a 50-100 mile radius of the position location. This is an outreach method that may assist in the placement of applicants with disabilities in field stations.
- **Disseminating Vacancy Announcements via Listserve**
  - Notification of job openings may be sent to national and regional businesses, State DVR agencies, private non-profit groups and/or individuals to solicit qualified applicants.

- Strongly encourage DVR Counselors to enroll their clients in CARES since the Core Questions (specifically #24) are a built-in disability module.
  - Post job vacancy announcements worldwide and mine resumes of disabled veterans on the Department of Veteran Affairs (DVA) Vocational Employment and Rehabilitation's website: <http://dva.jobsearch.org/>.
    - Register with a user name and password to set up an account. DVA approval to post vacancy announcements and view resumes will be sent by email.
- **Participate in the Veterans Affairs (VA) Vocational Rehabilitation Program for Disabled Veterans**
  - Veterans with disabilities who are eligible can enroll for training or work experience with the Service and the VA pays the salary (38 U.S.C. chapter 31; 5 CFR 3.1; and 315.604). Upon successful completion of the program, the Service may appoint the veterans noncompetitively to a position that may be converted to permanent status at any time.
- **Workforce Recruitment Program (WRP)**
  - The WRP is co-sponsored by the DOL, ODEP and the DoD. The Service WO distributes the CD-ROM database annually to each region. The ARDs and managers and supervisors are provided with a list of students sorted by state of permanent address, subject area of interest and/or location preference. DCR offices can assist selecting officials in facilitating a quick hiring process for students with disabilities for the Service's SCEP/STEP positions. Graduating students eligible for Schedule A appointments may be hired noncompetitively for open positions.
    - Conduct mass mailings to students with disabilities, listed in the annual WRP CD-ROM (who indicate wanting to work within Mountain-Prairie Region 6 and who are in an appropriate field of study) to encourage students to visit the agency's website for job vacancy announcements and information about student employment opportunities.
- **High School/High Tech Program**
  - The High School/High Tech program is sponsored by the DOL, ODEP. This program targets students with disabilities in grades 8-12 who have an aptitude and interest in mathematics, science, engineering and/or IT careers. Students take leadership training, complete internships, mentor younger program students, receive education/career planning, and are exposed to a variety of opportunities through corporate site visits. Students may be eligible for STEP placement or the SCEP during post-secondary education. Information may be accessed at: <http://www.dol.gov/odep/programs/high.htm>.
- **Disability Mentoring Day (DMD) Activities**
  - Support of DMD provides students and individuals with disabilities real-life exposure to different types of positions to better prepare them for internships and/or employment. In turn, job shadowing reduces perception barriers concerning abilities and accommodations by exposing program areas to persons with disabilities.
    - Requests for DMD job shadow opportunities may be provided by partnering agencies/schools.
- **Solicit Resumes of Individuals with Disabilities**
  - Resumes are collected from a variety of sources:
    - Attending job and career fairs is one method for receiving resumes. It is also an opportunity to meet and network with other agencies and the public to share FWS career opportunities and diversity hiring initiatives.
    - DVR Counselors, Veteran's Employment Specialists, Job Developers, and individuals will all send Schedule A eligible resumes if made aware the disability specialist will attempt to match with open positions.
      - Capitalize on the availability work-life programs and initiatives that offer flexibility and support for employees, including but not limited to alternative work schedules, flexi-place, job sharing, and part-time employment.
    - Target publications serving the interests of people with disabilities.
  - Search for open vacancies in CARES and USAJOBS:
    - Send vacancy notification to listserve members.

- Review position descriptions submitted to HR for classification to match applicant resumes with future vacancies.
  - Contact the selecting official to advocate for consideration of a Schedule A appointment without the position being advertised.

#### **4) TRAINING INITIATIVES:**

- **Collaborate with Managers and Supervisors to identify FY vacancies**
  - The DCR staff member responsible for the disability program may collaborate with managers and supervisors to identify anticipated vacancies or new temporary, term and permanent positions. Managers and supervisors would then work with DCR in considering and appointing qualified individuals, eligible for non-competitive appointment, to open positions throughout the year.
    - Some selecting officials already review those eligible to be hired noncompetitively before using traditional methods to fill vacancies. This could be greatly expanded by the DCR staff collaborating with managers and supervisors, during recruitment calls, for future anticipated vacancies.
- **Provide Training to Managers and Supervisors**
  - The DCR office develops procedures and/or training segments that educate managers, supervisors and selecting officials that outreach and recruitment, to achieve disability-hiring initiatives, is also their responsibility. Managers and supervisors can be given the contact information for the applicant referral source (State DVR and DOL offices, Employment Counselors, Job Developers, EARN, etc.) so they can work directly with them. The DCR office would provide technical support.
  - The mandatory annual four hours of EEO training for managers and supervisors is an opportunity for the DCR Office to include segments on outreach and recruitment methods, special hiring authorities, and disability awareness/etiquette.
    - Selecting officials can be reminded of special hiring authority options during pre-recruitment calls with the DCR office.
  - The annual requirement may also be met by offering SEP training events/sessions developed and presented by individuals, state, government and/or private agencies:
    - Speakers sharing both personal and professional experiences with disabilities in the workplace to reduce perception barriers.
    - Solicit VA training on the transition plans that counselors and disabled veterans develop to facilitate a return to the workplace. For managers and supervisors this could reduce the “veterans are blocking the cert” mentality by increasing an awareness of the training, education and skills of returning veterans that may, or may not, be listed on a resume.
    - Continue to utilize representatives from State DVR, High School/High Tech programs, ADA & IT Centers, and private non-profit disability agencies to develop and conduct no-cost disability awareness trainings throughout the year that assist managers and supervisors in meeting their annual EEO training requirement.
- **Provide Training to State and VA Vocational Rehabilitation Counselors, Schools and Individuals**
  - Training includes such topics as: the Schedule A hiring authority; Federal disability codes; accessing vacancy announcements under CARES and USAJOBS; who is an applicant with status; DVR certification letters; creating resumes appropriate for Federal employment; how to write KSAs; conducting mock interviewing sessions with individuals; and providing an opportunity for managers to participate in interviewing sessions with persons that have disabilities.
    - Partner with the Office of Special Services (Disability Resource Centers) at colleges/universities that provide services to persons with disabilities including employment placement.

**The Region will continue to take advantage of the special appointing authorities available to employ people with disabilities. Including but not limited to:**

- **Schedule A, 5 CFR 213.3102(l) for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities.
- **Schedule A, 5 CFR 213.3102(t) for hiring people with mental retardation.** This excepted authority is used to appoint persons with cognitive disabilities (mental retardation). Persons appointed under this authority may qualify for conversion to permanent status after two years of satisfactory service.
- **Schedule A, 5 CFR 213.3102(u) for hiring people with severe physical disabilities.** This excepted authority is used to appoint persons with severe physical disabilities who have demonstrated satisfactory performance through a temporary appointment, or have been certified as likely to succeed in performing the duties of the job. After two years of satisfactory service, they may qualify for conversion to permanent status.
- **Schedule A, 5 CFR 213.3102(gg) for hiring people with psychiatric disabilities.** This excepted authority is used to appoint persons who have demonstrated their ability to perform satisfactorily under a temporary appointment or who are certified as likely to be able to perform the essential functions of the job, with or without reasonable accommodation. Upon completion of two years of satisfactory service under this authority, the employee may be converted to competitive status.
- **5 CFR 315.604 for hiring disabled veterans enrolled in a Department of Veterans Affairs (VA) training program.** This authority is used to hire veterans with disabilities who are eligible for training under the VA vocational rehabilitation program (38 U.S.C. chapter 31). The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA. Veterans in this program are beneficiaries of the VA, thus for most purposes are not Federal employees. Upon successful completion of the program, the Service may appoint the veterans non-competitively under a status quo appointment that may be converted to permanent status at any time.
- **5 CFR 316.201(b) for hiring worker-trainees for programs such as the Welfare to Work program.** Federal agencies are encouraged to expand the use of the worker-trainee authority under TAPER (Temporary Appointment Pending Establishment of a Register) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, the worker-trainee authority may be used as an additional tool to increase employment opportunities for people with disabilities under the Welfare to Work program.
- **5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans with a compensable service-connected disability of 30% or more who was issued a notice of retirement or discharge from active military service due to the disability; or who was rated by the VA within the preceding year, as having a compensable service-connected disability of 30 percent or more. If the appointment is for more than 60 days, they may be converted, without a break in service, to permanent status at any time during the appointment.